

# Application Checklist (swimming pool)

Building Act 1993, Building (Interim) Regulations 2005

Document	Copies	Tick
Application Form & \$220 deposit MUST be paid at time of application (will be deducted from final permit fee). NOTE: Nominate the builder and cost of the swimming pool barrier (if included in registered builder's contract, please specify).	1	
Letter of Appointment (to be signed by owner/s)	1	
Record of Town Planning inquiry from the relevant council	1	
Endorsed Town Planning Permit and drawings (if applicable)	1	
Working Drawings including; <ul style="list-style-type: none"> <li>• Calculation of allotment area;</li> <li>• Site Plan showing location of proposed pool, existing residence and setbacks to all relevant boundaries;</li> <li>• North position;</li> <li>• Indicate location of Pool Safety Barrier in accordance with AS 1926.1</li> <li>• Schematics of the recirculation and filtration system showing connection of common lines.</li> <li>• Detailed drawings of active main drain/ suction point covers</li> <li>• Section through the skimmer box</li> <li>• For spas, drawings showing the location of suction points to ensure they are not less than 600mm apart</li> <li>• Details of the design water velocities</li> <li>• Details of the pump system must be included</li> <li>• Details of heating system if applicable</li> </ul>	3	
Engineering Drawings, Computations, Structural Certification	3	
Build Over Easement Council and Water Authority Report and Consent (if applicable)	1	
Current Certificate of Title and Plan of sub-division (within last 90 days). Evidence of ownership also required.	3	
Builders Warranty Insurance ( <b>register builder</b> carrying out works over \$16,000), or if <b>owner-builder</b> , a certificate from the Building Practitioners Board (if cost exceeds \$12,000).	3	
Fees (to be paid prior to the issue of the Building Permit) <ul style="list-style-type: none"> <li>▪ Cash</li> <li>▪ Visa / Master Card</li> <li>▪ Cheque</li> </ul>		